Youth Job Corps Disciplinary & Termination Policies and Procedures

The YJC program recognizes that each worksite has its own guidelines for termination and believes that these guidelines apply to **ALL** youth participants.

The YJC program realizes that under certain circumstances it becomes necessary for a worksite supervisor to terminate an employee (Youth Participant).

YJC would like to reduce the number of terminations resulting from repeated minor infractions. Therefore, we ask that when a minor infraction occurs, the worksite supervisor completely **fill out a Safety-Courtesy Disciplinary Notice and fax it to the YJC Coordinator immediately**. This is not intended to restrict a worksite supervisor from following their own termination procedures; it is ONLY intended as potential resource to assist with addressing and resolving the problem.

YJC also recognizes that some infractions are of a more serious nature and could possibly result in **IMMEDIATE TERMINATION** such as:

- Theft
- Fighting
- Sexual Harassment
- Insubordination
- Physical/ Verbal Abuse
- Chemical/ Alcohol Abuse
- NON-Compliance with City of St. Paul Rules and Regulations

Possible infractions or areas of concern that youth participants may be written up on include:

- Punctuality on the job
- Attendance on the job
- Attitude and Behavior on the job
- Appearance on the job
- Completion of task and assignments

If a YJC worker receives (3) three Safety-Courtesy Disciplinary Notices, he or she will be pulled from the worksite immediately until further notice.

IF A STUDENT HAS BEEN DISMISSED OR SUSPENDED FROM SCHOOL THEY CANNOT WORK

Thank you for your cooperation and effort in making this a positive educational experience.

THE YJC PROGRAM RESERVES THE RIGHT TO PLACE A YOUTH PARTICIPANT IN A DIFFERENT OPPORTUNITY IF THE SITUATION INDICATES THAT HE/SHE WOULD BENEFIT FROM A DIFFERENT EXPERIENCE AND IF ANOTHER OPPORTUNITY IS AVAILABLE.